

SANDY CITY  
APPROVED POSITION SPECIFICATION

I. Position Title: Facilities Supervisor

Revision Date: 06/10  
EEO Code: Service-Maint.  
Status: Exempt  
Control No: 30378

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Director of Human Resources and Management Services, performs and supervises custodial operations of city facilities, including City Hall, Animal Services, Public Works, Senior Citizens Center, Justice Court, Amphitheater, Parks & Recreation and other City facilities as required; supervises custodial staff; and performs a variety of technical skilled duties related to planning, managing and/or performing facility maintenance services and operations of Alta Canyon Sports Center and River Oaks Clubhouse.

III. Essential Duties:

- Oversee Building Operations budget, including forecasting budget needs, monitoring budget throughout the year and making recommendations regarding necessary changes.
- Supervise and schedule shifts for regular, part-time and seasonal custodial staff.
- Interview and make hiring recommendations and carry out disciplinary actions for staff after consultation with division director.
- Plan and coordinate custodial projects and all cleaning activities, such as floor/tile scrubbing and carpet cleaning, in assigned City facilities.
- Perform custodial work in cooperation with other program staff.
- Conduct staff training on proper cleaning and safety practices.
- Prepare and schedule City facilities for meetings, activities and seasonal events.
- Keep buildings and systems in compliance with fire codes, building codes and insurance requirements.
- Implement facility security needs and policies, including ensuring the proper operation of various security and/or access systems (emergency power, fire, alarms, etc.).
- Establish and implement procedures for responding to departmental work order/repair requests.
- Maintain on-going, preventative maintenance schedules for assigned capital facilities, systems and services, including paint, wallpaper and carpet replacement, fire suppression systems, HVAC units, etc., for designated buildings.
- Maintain a work management system and a log of equipment repairs; file and record instruction manuals and warranties for all building equipment.
- Responsible for custodial inventory control and OSHA Material Safety Data Sheets (MSDS) logs.
- Conduct frequent inspections of facilities to identify and correct maintenance and custodial problems and safety hazards and to monitor the effectiveness of systems.
- Operate, manage and monitor maintenance of heating, ventilation and air conditioning (HVAC) systems in assigned City facilities to ensure proper operation and efficiency.
- Bid and oversee service activities of outside contractors to assure proper performance and completion of contracted capital projects and maintenance services.
- Purchase and maintain cleaning equipment and supplies.
- Coordinate various remodeling and construction projects, including proposed budgets and time-lines for completion.

IV. Marginal Duties:

- Assist in locking and unlocking buildings and other security issues, as requested.
- Respond to security and emergency calls on a 24-hour basis as needed.
- Move furniture and other city-owned equipment.

- Provide emergency or spot cleaning, as needed.
- Troubleshoot system failure/problems, as necessary.
- Perform other duties as assigned.

#### VI. Qualifications:

**Education:** High school diploma or equivalent and two years of secondary or post-secondary educational training in facilities management, construction management or related field. Bachelor's degree in plant and/or facilities management preferred.

**Experience:** Two years custodial experience required. Four years experience in plumbing, electrical, carpentry, building maintenance or related duties preferred. May substitute any equivalent combination of education and experience. Supervisory experience preferred.

**Certificates/Licenses:** Must possess a valid Utah driver's license.

**Probationary Period:** A one-year probationary period is a prerequisite to this position.

**Knowledge of:** Cleaning techniques; customer service techniques; safety practices; public sector procurement practices; supervisory practices; the Americans with Disabilities Act; OSHA regulations and safety practices; The following is also helpful, but not required: basic carpentry, electrical, plumbing and related building trades; HVAC systems.

**Responsibility for:** Great responsibility for the care, condition and use of materials, equipment and money. Responsibility for ensuring that assigned City facilities are clean and in good repair; safety of city employees and visiting public as related to the performance of duties; managing risks presented by hazardous materials, blood borne pathogens, equipment usage and other potential hazards. Great responsibility for making decisions affecting the activities of people: what they should do, when to do it, where and how. Supervises program staff including regular, part-time and seasonal custodians at various locations.

**Communication Skills:** Contact with City employees, contractors and the public, furnishing and obtaining information; communicate effectively verbally and in writing.

**Tool, Machine, and Equipment Operation:** Requires use of cleaning equipment and a variety of hand and power tools; ability to use a personal computer for spreadsheet, word processing and other applicable applications; ability to use programmable thermostats, time clocks and alarm systems.

**Analytical Ability:** Establish and maintain effective working relationships with employees and the public; apply problem solving and analytical principles to effectively identify and address problems with facilities and systems; ability to work independently.

#### VII. Working Conditions:

*Physical Demands:* While performing duties of job employee may frequently bend, stoop or crouch; and frequently communicates with others. Employee may sit or stand for long periods of time. Moderate exposure to unpleasant and hazardous working conditions including the handling of hazardous materials; occasional heavy lifting (up to 70 pounds) required; occasional heavy carrying (45 pounds and over).

*Work Environment:* Generally comfortable working conditions. The noise level in the work environment is usually moderate, with occasional increased noise exposure. Occasional exposure to stressful situations as a result of human behavior and deadlines. Some evening and weekend work required with some 24-hour emergency calls required.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of

personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_